

# **Southern Nevada Public Land Management Act ROUND 10 Nomination Package Requirements for Conservation Initiatives**

## **I. ELIGIBILITY REQUIREMENTS:**

The SNPLMA, as amended, authorizes the Secretary of the Interior to approve expenditure of the revenue in the SNPLMA Special Account for various categories including Conservation Initiatives on federal land in Clark, Lincoln, and White Pine Counties, Nevada, administered by the Department of Interior or the Department of Agriculture.

“Conservation Initiatives” are federal agency activities which promote conservation on federal lands including planning, implementation, monitoring, NEPA compliance and delivery of programs such as, but not limited to, litter and desert dumping clean-up and prevention, natural and cultural resource protection, recreation, habitat restoration, species management, environmental education, volunteerism and site stewardship. Research projects must demonstrate a practical application to management of federal lands in order to be accepted for consideration.

The Bureau of Land Management, Bureau of Reclamation, National Park Service, US Fish and Wildlife Service, and/or USDA Forest Service may receive funding for Conservation Initiatives.

## **II. GENERAL REQUIREMENTS:**

- A. **Nomination period duration is 60 days, beginning Tuesday, September 2, 2008 and ending Friday, October 31, 2008.** Nomination packages must be received by close of business, 4:30p.m. Pacific Time
- B. Project is nominated by one or more of the following: Bureau of Land Management, Bureau of Reclamation, National Park Service, US Fish and Wildlife Service, and USDA Forest Service- for federal lands in Clark, Lincoln, and/or White Pine Counties, Nevada, administered by the Department of Interior or the Department of Agriculture.
- C. All nomination packages for Conservation Initiatives are to be submitted to:  
  
Conservation Initiative Program Manager  
Bureau of Land Management - Las Vegas Field Office (LVFO)  
Division of SNPLMA Acquisition, Improvement and Conservation Programs  
4701 N. Torrey Pines Drive  
Las Vegas, NV 89130.
- D. Nomination packages should be submitted in hard copy and electronic copy (CDs). Text should be created in MS Word '97 or higher, with a 1" margin on all sides. The electronic version must match the hard copy version.
- E. All images should be integrated with the text to create a single document on the CD. This will require scanning maps, photographs, and other documents which were not originally created or obtained electronically. Photographs, maps, and letters should be scanned in .jpg format for insertion into the text document. In addition, all .jpg images should be included separately on the CD.

- F. Late submissions cannot be considered.
- G. Incomplete nomination packages cannot be considered. However, time permitting, nominators will be notified if their nomination package is incomplete and allowed a brief period to provide missing information.
- H. Letters or statements of support, if applicable, must be included at the time of submission.
- I. All nomination packages, including disks and CDs, become the property of the BLM LVFO Division of SNPLMA Acquisition, Improvement and Conservation Programs and will not be returned.
- J. Agencies are requested to provide the personnel required to present nomination packages to the appropriate Subgroup, Working group, and Executive Committee, if necessary.
- K. The reissued Implementation Agreement can be found at:  
<http://www.blm.gov/nv/st/en/snplma/implementation.html>

### **III. NOMINATION PACKAGE REQUIREMENTS:**

**Nomination packages for Conservation Initiatives MUST include the following:**

- A. A project title which reflects and captures the nomination content.
- B. Contact person/project manager name, agency address, phone number, and e-mail address.
- C. A narrative addressing the following (attachment 1):
  - 1. An Executive Summary of no more than 400 words describing the project's goals and major deliverables
  - 2. A description of the project implementation process.
  - 3. A description of the results and products of the project. Include a bulleted list of significant objectives and deliverables.
  - 4. For scientific research projects, include a description of the methods and techniques the agency (ies) plan to use to disseminate the results of the project to other federal and non-federal entities within Nevada and elsewhere.
  - 5. If this nomination is a phased component of a project approved in a previous round or will have additional phases in future round (s), provide a list of all project phases and discuss the scope/objective of each phase. For previously approved projects include project name, project number, priority number, amount approved, and include a brief status update, including percent complete.
- D. A completed Detailed Cost Estimate Worksheet (attachment 2). A three year budget template is provided. Please add or delete years as necessary to reflect time frame necessary to complete project.

- E. A completed Appendix B-7 Estimated Necessary Expenses and Key Milestone Dates (attachment 2).
- F. A map printed on 8 ½” x 11” size paper depicting the location of the nomination, if applicable. If the nomination has numerous project sites in a wide area of operations (NRA, NCA, Wilderness Area, Refuge, etc.), submit a single map if possible.
- G. Single agency nominations are to be initialed by the appropriate Federal Manager prior to submission.
- H. Interagency nomination packages are to be coordinated between the participating agencies. A lead agency must be identified. Nominations are to be initialed by the appropriate Federal Manager of each nominating agency prior to submission.
- I. Interagency nomination packages require letters or statements of support from all participating agencies.
- J. Narrative addressing each of the following ranking criteria and factors:

### **Ranking Criteria for SNPLMA Conservation Initiatives Nominations**

	Ranking Criteria and Factors	Total Points								
1	<p>Results in improved quality of federal lands</p> <p>Factors:</p> <table><tr><td>Protects cultural and/or natural resources.</td><td>7</td></tr><tr><td>Rehabilitates or restores cultural and/or natural resources.</td><td>6</td></tr><tr><td>Remediates risk to environmental health and/or public safety.</td><td>2</td></tr></table>	Protects cultural and/or natural resources.	7	Rehabilitates or restores cultural and/or natural resources.	6	Remediates risk to environmental health and/or public safety.	2	15		
Protects cultural and/or natural resources.	7									
Rehabilitates or restores cultural and/or natural resources.	6									
Remediates risk to environmental health and/or public safety.	2									
2	<p>Results in improved management of federal lands.</p> <p>Factors:</p> <table><tr><td>Improves efficiency and/or reduces overall federal cost in the management of cultural and/or natural resources.</td><td>5</td></tr><tr><td>Advances knowledge of cultural resources, natural resources and/or ecological systems with a demonstrated practical application.</td><td>4</td></tr><tr><td>Project products are useful and have a practical application without further funding.</td><td>4</td></tr><tr><td>Processes and/or results are exportable.</td><td>2</td></tr></table>	Improves efficiency and/or reduces overall federal cost in the management of cultural and/or natural resources.	5	Advances knowledge of cultural resources, natural resources and/or ecological systems with a demonstrated practical application.	4	Project products are useful and have a practical application without further funding.	4	Processes and/or results are exportable.	2	15
Improves efficiency and/or reduces overall federal cost in the management of cultural and/or natural resources.	5									
Advances knowledge of cultural resources, natural resources and/or ecological systems with a demonstrated practical application.	4									
Project products are useful and have a practical application without further funding.	4									
Processes and/or results are exportable.	2									

3	<p>Provides opportunities to involve, inform and/or educate the public about the environment and responsible use of federal lands.</p> <p>Factors:</p> <table><tr><td>Promotes the responsible use of federal lands.</td><td>3</td></tr><tr><td>Provides for increased utilization of volunteers.</td><td>3</td></tr><tr><td>Incorporates education about the environment.</td><td>2</td></tr><tr><td>Incorporates a public information process.</td><td>2</td></tr></table>	Promotes the responsible use of federal lands.	3	Provides for increased utilization of volunteers.	3	Incorporates education about the environment.	2	Incorporates a public information process.	2	10
Promotes the responsible use of federal lands.	3									
Provides for increased utilization of volunteers.	3									
Incorporates education about the environment.	2									
Incorporates a public information process.	2									
4	Sustains a successful SNPLMA conservation initiative.	10								
5	<p>Promotes cooperative conservation.</p> <p>Factors:</p> <table><tr><td>Involves individual citizen groups or organizations in the development and accomplishment of resource management goals and other activities.</td><td>2</td></tr><tr><td>Encourages engagement of citizens, communities and others.</td><td>1</td></tr><tr><td>Addresses the needs of more than one agency federal agency.</td><td>1</td></tr><tr><td>Involves non-federal partners.</td><td>1</td></tr></table>	Involves individual citizen groups or organizations in the development and accomplishment of resource management goals and other activities.	2	Encourages engagement of citizens, communities and others.	1	Addresses the needs of more than one agency federal agency.	1	Involves non-federal partners.	1	5
Involves individual citizen groups or organizations in the development and accomplishment of resource management goals and other activities.	2									
Encourages engagement of citizens, communities and others.	1									
Addresses the needs of more than one agency federal agency.	1									
Involves non-federal partners.	1									
6	<p>Project demonstrates sound project management and quality control measures.</p> <p>Factors:</p> <table><tr><td>Project goals and implementation processes are clear, achievable and demonstrable.</td><td>2</td></tr><tr><td>Deliverables and implementation plan are clearly articulated. Deliverables are measurable.</td><td>1</td></tr><tr><td>Project demonstrates sound science and management techniques.</td><td>1</td></tr><tr><td>Project evaluation processes are identified.</td><td>1</td></tr></table>	Project goals and implementation processes are clear, achievable and demonstrable.	2	Deliverables and implementation plan are clearly articulated. Deliverables are measurable.	1	Project demonstrates sound science and management techniques.	1	Project evaluation processes are identified.	1	5
Project goals and implementation processes are clear, achievable and demonstrable.	2									
Deliverables and implementation plan are clearly articulated. Deliverables are measurable.	1									
Project demonstrates sound science and management techniques.	1									
Project evaluation processes are identified.	1									
Total Score (60 max)										

## EXAMPLE NOMINATION TEMPLATE

*\*Below is an example format for a Conservation Initiative Nomination. Please make the necessary changes to the information to suit your individual project needs.*

### SNPLMA Round 10 Conservation Initiative Nominations

#### **Title: Threatened and Endangered Species Habitat Restoration**

#### **Nominating Organization(s):**

(list all nominating agencies)

Bureau of Land Management – Ely and US Fish and Wildlife Service

#### **Agency Contact(s):**

John Smith

BLM Las Vegas Field Office (**Lead Agency**)

4701 N. Torrey Pines Dr.

Las Vegas, NV 89130

(702) 515-5000

John\_Smith@blm.gov

Jane Smith

US Fish and Wildlife Service

4701 North Torrey Pines Drive

Las Vegas, NV 89130

(702) 879-6110

Jane\_Smith@fws.gov

#### **Supporting Documentation (attached)**

- Detailed Cost Estimate Worksheet
- B-7 Estimated Necessary Expenses and Key Milestone Dates
- Letters/Statements of support (if applicable)
- Map (if applicable)

#### **Federal Manger Initials:**

Gene A. Kolkman, Field Manager \_\_\_\_\_

BLM Ely Field Office

HC 33 Box 33500

Ely, NV 89301

Cynthia Martinez, Project Leader \_\_\_\_\_

US Fish and Wildlife Service

4701 North Torrey Pines Drive

Las Vegas, NV 89130

***I. Executive Summary***

(No more than 400 words describing the project's goals and major deliverables.)

***II. Background and Need***

***III. Proposal***

***IV. Project Implementation Process***

(For scientific research projects, include a description of the methods and techniques the agency (ies) plan to use to disseminate the results of the project to other federal and non-federal entities within Nevada and elsewhere.)

***V. Results and Products***

- XXXXX
- XXXXX
- XXXXX
- XXXXX
- XXXXX

***VI. Summary of Previous Phases***

(If this nomination is a phased component of a project approved in a previous round or will have additional phases in future round (s), provide a list of all project phases and discuss the scope/objective of each phase. For previously approved projects include project name, project number, priority number, amount approved, and include a brief status update, including percent complete.)

***VII. Budget***

\$000,000.00. See attached Detailed Cost Estimate Worksheet and B-7 Estimated Necessary Expenses and Key Milestone Dates.

***VIII. Ranking Criteria***

(Provide a narrative addressing each of the following ranking criteria and factors.)

1. Results in improved quality of federal lands.

Factors:

- a. Protects cultural and/or natural resources.
- b. Rehabilitates or restores cultural and/or natural resources.
- c. Remediates risk to environmental health and/or public safety.

2. Results in improved management of federal lands.

Factors:

- a. Improves efficiency and/or reduces overall federal cost in the management of cultural and/or natural resources.
- b. Advances knowledge of cultural resources, natural resources and/or ecological systems with a demonstrated practical application
- c. Project products are useful and have a practical application without further funding.
- d. Processes and/or results are exportable.

3. Provides opportunities to involve, inform and/or educate the public about the environment and responsible use of federal lands.

Factors:

- a. Promotes the responsible use of federal lands.
- b. Provides for increased utilization of volunteers.
- c. Incorporates education about the environment.
- d. Incorporates a public information process.

4. Sustains a successful SNPLMA Conservation Initiative

5. Promotes cooperative conservation.

Factors:

- a. Involves individual citizen groups or organizations in the development and accomplishment of resource management goals and other activities.
- b. Encourages engagement of citizens, communities and others.
- c. Addresses the needs of more than one federal agency.
- d. Involves non-federal partners.

6. Project demonstrates sound project management and quality control measures.

Factors:

- a. Project goals and implementation processes are clear, achievable and demonstrable.
- b. Deliverables and implementation plan are clearly articulated. Deliverables are measurable.
- c. Project demonstrates sound science and management techniques.
- d. Project evaluation processes are identified.

## Detailed Cost Estimate Worksheet

Sections 1 thru 10 are intended as a guide. Please feel free to delete columns to reflect time frame necessary to complete project, add line items, clarify headings or insert new "other rows" if current descriptions do not adequately describe an anticipated allowable and/or necessary cost. The intent of this form is to assist in the development of more accurate nomination cost estimates; SNPLMA understands that this is a preliminary estimate and that if approved these figures may change as the project undergoes further refinement, planning and development.

	Necessary Expenses			
<b>1. Planning and Environmental Assessment Costs</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
Specialist Surveys/Reports				\$0
NEPA				\$0
Permitting				\$0
Consultant Fees				\$0
Other (describe)				\$0
<b>Subtotal</b>	\$0	\$0	\$0	\$0
<b>2. FWS Consultation - Endangered Species Act</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
<b>Subtotal</b>				\$0
<b>3. Direct Labor/Payroll to Perform the Project (use fully loaded labor rate)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
Position 1 (include job title and grade)				\$0
Position 2				\$0
Position 3				\$0
Position 4				\$0
<b>Subtotal</b>	\$0	\$0	\$0	\$0
<b>4. Project Equipment</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
Item 1 (list equipment)				\$0
Item 2				\$0
Item 3				\$0
Item 4				\$0
Item 5				\$0
<b>Subtotal</b>	\$0	\$0	\$0	\$0
<b>5. Project Materials and Supplies</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
<b>Subtotal</b>				\$0
<b>6. Travel (airfare, car rental, per diem, etc)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
Travel 1 (include purpose)				\$0
Travel 2				\$0
Travel 3				\$0
Travel 4				\$0
Travel 5				\$0
<b>Subtotal</b>	\$0	\$0	\$0	\$0
<b>7. Official Vehicle Use</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
Vehicle Use 1				\$0
Vehicle Use 2				\$0
Vehicle Use 3				\$0
Vehicle Use 4				\$0
Vehicle Use 5				\$0
<b>Subtotal</b>	\$0	\$0	\$0	\$0



<b>8. Required Training for Resource Protection Positions (including tuition and required books)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
Training 1 (list purpose)				\$0
Training 2				\$0
Training 3				\$0
Training 4				\$0
Training 5				\$0
<b>Subtotal</b>	\$0	\$0	\$0	\$0
<b>9. Cost of Contracts and/or Agreements to Perform Project</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
Contract 1 (list each contract)				\$0
Contract 2				\$0
Contract 3				\$0
CESU Cooperative Agreement:				\$0
<b>Subtotal</b>	\$0	\$0	\$0	\$0
<b>10. Examples of Other Necessary Expenses (providing a breakdown of these costs is optional, however a total estimate is required.)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
<b>ADMINISTRATION COSTS</b>				
Budget Tracking/Accounting and Execution				\$0
Allocation of Transferred Funds to the Region and to the Field*				\$0
Preparation of OMB Reports Required in Association with Transferred Funds*				\$0
Project Procurements and Contract Oversight (If any in addition to Direct Labor for the CO, COR, and PI already included on the Estimated Expense sheet)				\$0
Preparing Transfer Requests*				\$0
Transfer of Station cost (PCS) for Hiring Project Personnel				\$0
Managing Allocation of Transferred Funds*				\$0
Financial Audit Support				\$0
Supervision and Oversight of SNPLMA-Funded Staff and/or Contractors				\$0
Travel Administration for Required Project Travel				\$0
Human Resource/Relations Tasks for SNPLMA-funded Personnel				\$0
Preparing Quarterly Status Reports				\$0
Tracking Project Activities, Expenses, IGOs, Task Orders (e.g., project database management)				\$0
IT Services to Install Hardware/Wiring, Project-Required Software, and Maintain/Trouble Shoot Computers Used for SNPLMA Projects. Hours and costs must be tracked by project and based on percentage of time the computer(s) are used for those projects.				\$0
A percent of Project-Related Indirect Costs for Support Based on Staff Time Spent on the Project(s), provided these expenses meet the three criteria of necessary expenses and are not covered elsewhere in the cost estimate (Examples of such indirect costs would be secretarial support, printing, copying, cost-center expenses, etc.)				\$0
<b>PROJECT CONSTRUCTION, CONSULTATION AND MANAGEMENT</b>				

Duties of Project Manager/Supervisor (If not already included on the Estimated Expense Sheet)				\$0
Construction Trailers and Utilities				\$0
Required Project Consultations (e.g., safety and fire; cultural and historic, ADA, etc.)				\$0
Public Scoping and/or Meetings for Environmental Review, Project Design, etc. (Does not include ribbon cutting or opening ceremonies for projects at or near completion.)				\$0
Review of Contracted Surveys, Assessments, Designs/Drawings, Reports (If not already included on the Estimated Necessary Expense Sheet)				\$0
Construction Site Security				\$0
Cell Phones, Cell Service, Radios for Project Personnel Primarily in the Field				\$0
Required Cultural, Wildlife, Biological, and other Similar Surveys (If not already included on the Estimated Necessary Expense Sheet)				\$0
Interest Required to be Paid on Construction Contract Retention Amounts				\$0
<b>TEMPORARY OFFICE SPACE</b>				
Lease Costs for New Temporary Space				\$0
Design and Installation of Modifications to Meet Space Plan Needs				\$0
Set Up Fees for Utilities (Gas, Electricity, etc.)				\$0
Furniture and Fixtures				\$0
Required Modifications to Meet Codes				\$0
Computer Equipment (See section on equipment costs for limiting conditions)				\$0
Installation Costs for Computer Networks, Telephone Service				\$0
Other (describe)				\$0
<b>Subtotal</b>	\$0	\$0	\$0	\$0
<b>Expense Summary</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Grand Total</b>
<b>Total</b>	\$0	\$0	\$0	\$0

**Appendix B-7**  
**CONSERVATION INITIATIVES**  
**ESTIMATED NECESSARY EXPENSES & KEY MILESTONE DATES**

<b>Project Name:</b>		
<b>County/City:</b>		
<b>Prepared by:</b>		
<b>Phone:</b>		
<b>Date:</b>		

<b>1. Planning and Environmental Assessment Costs</b> (specialist surveys/reports including cultural resources, archaeology, wildlife, biology, environmental documentation, NEPA, etc)	<u>\$0</u>	<u>%</u>
<b>2. FWS Consultation—Endangered Species Act</b>	<u>\$0</u>	<u>%</u>
<b>3. Direct Labor (Payroll) to Perform the Project</b> (including one dedicated lead/team member per agency)	<u>\$0</u>	<u>%</u>
<b>4. Project Equipment and/or Supplies/Materials</b> (including specialized equipment for resource protection officers)	<u>\$0</u>	<u>%</u>
<b>5. Travel</b> (including per diem where official travel status required to carry out project, such as serve as COR, experts to review reports, etc.)	<u>\$0</u>	<u>%</u>
<b>6. Official Vehicle Use</b> (pro rata cost for use of Official Vehicles when required to carry out project)	<u>\$0</u>	<u>%</u>
<b>7. Required Training for Resource Protection Positions Funded by the Project</b> (e.g., tuition and required books, etc.)	<u>\$0</u>	<u>%</u>
<b>8. Cost of Contracts, Grants and/or Agreements to Perform the Project</b>	<u>\$0</u>	<u>%</u>
<b>9. Other Necessary Expenses</b> (See Appendix B-11)	<u>\$0</u>	<u>%</u>
<b>TOTAL</b>	<u><u>\$0</u></u>	<u>100%</u>

Key Milestones (list contracts separately)	Completion Date
<b>Final Completion Date (mm/dd/yyyy):</b>	